

U.S. GOVERNMENT PRINTING OFFICE

Washington, DC

GENERAL TERMS, CONDITIONS, AND SPECIFICATIONS

For the Procurement of

Newsletters & Publications

as requisitioned from the U.S. Government Printing Office (GPO) by the

Department of the Treasury

Single Award

**TERM OF CONTRACT:** The term of this contract is for the period beginning December 1, 2008 and ending November 30, 2009, plus up to TWO (2) optional 12-month extension periods that may be added in accordance with the "OPTION TO EXTEND THE TERM OF THE CONTRACT" clause in SECTION 1 of this contract.

**BID OPENING:** Bids shall be publicly opened at 11 a.m., prevailing Washington, D.C. time, on November 20, 2008.

**BID SUBMISSION:** Submit bid in pre-addressed envelope furnished with solicitation, or send to: U.S. Government Printing Office, Bid Section, Room C-161, STOP: PPSB, 36 H Street, NW, Washington, DC 20401. Facsimile bids in response to this solicitation are permitted. Facsimile bids may be submitted directly to the GPO Bid Section, FAX No. (202) 512-1782. The Program Number and bid opening date must be specified with the bid. Refer to Facsimile Bids in Solicitation Provisions of GPO Contract Terms, GPO Publication 310.2 as revised June, 2001.

**PRODUCTION AREA:** It is assumed that all production facilities used in the manufacture of the product(s) ordered under this contract will be located within a 60-mile radius of zero milestone Washington, D.C.

Any bidder intending to use production facilities outside this area should furnish information, with the bid, which will on its face demonstrate ability to meet the schedule requirements. The determination by the Government of the acceptability of this information in no way relieves the successful bidder of the responsibility for compliance with these schedule requirements.

Abstracts of contract prices are available at <http://www.winapps.access.gpo.gov/ppd/abstracts/central/default.asp>.

For information of a technical nature call Kevin Hodges 202-512-1164 (no collect calls) or e-mail to [khodges@gpo.gov](mailto:khodges@gpo.gov).

## SECTION 1.- GENERAL TERMS AND CONDITIONS

**GPO CONTRACT TERMS:** Any contract which results from this Invitation for Bid will be subject to the applicable provisions, clauses, and supplemental specifications of GPO Contract Terms (GPO Pub. 310.2, effective December 1, 1987 (Rev. 6-01)) and GPO Contract Terms, Quality Assurance Through Attributes Program (GPO Pub. 310.1, effective May 1979 (Rev. 8-02)).

**QUALITY ASSURANCE LEVELS AND STANDARDS:** The following levels and standards shall apply to these specifications:

**Product Quality Levels:**

- (a) Printing (page related) Attributes -- Level III.
- (b) Finishing (item related) Attributes -- Level III.

**Inspection Levels (from ANSI/ACQC Z1.4):**

- (a) Non-destructive Tests - General Inspection Level I.
- (b) Destructive Tests - Special Inspection Level S-2.

**Specified Standards:** The specified standards for the attributes requiring them shall be:

<u>Attribute</u>	<u>Specified Standard</u>
P-7. Type Quality and Uniformity	Electronic Media, Approved Proofs
P-8. Halftone Match (Single and Double Impression)	Electronic Media, Approved Proofs
P-9. Solid and Screen Tint Color Match	Pantone Matching System

**OPTION TO EXTEND THE TERM OF THE CONTRACT:** The Government has the option to extend the term of this contract for a period of 12 months by written notice to the contractor not later than 30 days before the contract expires. If the Government exercises this option, the extended contract shall be considered to include this clause, except, the total duration of the contract may not exceed three (3) years as a result of, and including, any extension added under this clause. Further extension may be negotiated under the "EXTENSION OF CONTRACT TERM" clause. See also "ECONOMIC PRICE ADJUSTMENT" for authorized pricing adjustments(s).

**EXTENSION OF CONTRACT TERM:** At the request of the Government, the term of any contract resulting from this solicitation may be extended for such period of time as may be mutually agreeable to the GPO and the contractor.

**ECONOMIC PRICE ADJUSTMENT:** The pricing under this contract shall be adjusted in accordance with this clause, provided that in no event will any pricing adjustment be made that would exceed the maximum permissible under any law in effect at the time of the adjustment. There will be no adjustment for orders placed during the first period specified below. Pricing will thereafter be eligible for adjustment during the second and any succeeding performance period(s). For each performance period after the first, a percentage figure will be calculated as described below and that figure will be the Economic Price Adjustment for that entire next period. Pricing adjustments under this clause are not applicable to reimbursable postage or transportation costs, or to paper, if paper prices are subject to adjustment by separate clause elsewhere in this contract.

For the purpose of this clause, performance under this contract will be divided into successive periods. The first period will extend from the beginning of the contract to November 30, 2009, and the second and any succeeding period(s) will extend for 12 months from the end of the last preceding period, except that the length of the final period may vary. The first day of the second and any succeeding period(s) will be the effective date of the Economic

Price Adjustment for that period.

Pricing adjustments in accordance with this clause will be based on changes in the seasonally adjusted "Consumer Price Index For All Urban Consumers - Commodities Less Food" (Index) published monthly in the CPI Detailed Report by the U.S. Department of Labor, Bureau of Labor Statistics.

The Economic Price Adjustment will be the percentage difference between Index averages as specified in this paragraph. An index called the Variable Index will be calculated by averaging the Monthly Indexes from the 12-month interval ending 3 months prior to the beginning of the period being considered for adjustment. This average is then compared to the average of the Monthly Indexes for the 12-month interval ending August 31, 2008, called the Base Index. The percentage change (plus or minus) of the Variable Index from the Base Index will be the Economic Price Adjustment for the period being considered for adjustment.

The Government will notify the contractor by contract modification specifying the percentage increase or decrease to be applied to invoices for orders placed during the period indicated. The contractor shall apply the percentage increase or decrease against the total price of the invoice less reimbursable postage or transportation costs and separately adjusted paper prices. Payment discounts shall be applied after the invoice price is adjusted.

**ASSIGNMENT OF JACKETS, PURCHASE AND PRINT ORDERS:** A GPO Jacket Number will be assigned and a Purchase Order issued to the contractor to cover work performed. The Purchase Order may be supplemented by an individual "Print Order" for each job placed with the contractor. The Print Order, when issued, will indicate the quantity to be produced and any other information pertinent to the particular order.

**PREAWARD SURVEY:** In order to determine the responsibility of the contractor the Government reserves the right to conduct a Preaward Survey or to require other evidence of technical, production, managerial, financial, and similar abilities to perform, prior to the award of a contract.

**POST AWARD CONFERENCE:** The total requirements of the job as indicated in these specifications, may be reviewed by Government representatives with the contractor's technical representatives (printing and binding) at the GPO, Washington, D.C., immediately after award.

**ORDERING:** Items to be furnished under the contract shall be ordered by the issuance of Print Orders by the Government. Orders may be issued under the contract from December 1, 2008 through November 30, 2009 plus for such additional period(s) as the contract is extended. All Print Orders issued hereunder are subject to the terms and conditions of the contract. The contract shall control in the event of conflict with any Print Order. A Print Order shall be "issued" for purposes of the contract, when it is either deposited in the U.S. Postal Service mail or otherwise furnished to the contractor in conformance with the schedule.

**AGENCY SIGNOFF:** Before any vouchers will be accepted by the GPO for payment, an itemized Statement of Billing for each Print Order must be submitted for examination and certification as to correctness, to: Treasury Annex Building, Room B-39, Pennsylvania Avenue and Madison Place NW, Washington, DC 20220, Attention Chief, Printing Procurement Branch, (202) 622-2150.

**REQUIREMENTS:** This is a requirements contract for the items and for the period specified herein. Shipment/delivery of items or performance of work shall be made only as authorized by orders issued in accordance with the clause entitled "ORDERING." The quantities of items specified herein are estimates only, and are not purchased hereby. Except as may be otherwise provided in this contract, if the Government's requirements for the items set forth herein do not result in orders in the amounts or quantities described as "estimated," it shall not constitute the basis for an equitable price adjustment under this contract.

Except as otherwise provided in this contract, the Government shall order from the contractor all the items set forth which are required to be purchased by the Government activity identified on Page 1.

The Government shall not be required to purchase from the contractor, requirements in excess of the limit on total orders under this contract, if any.

Orders issued during the effective period of this contract and not completed within that time shall be completed by the contractor within the time specified in the order, and the rights and obligations of the contractor and the Government respecting those orders shall be governed by the terms of this contract to the same extent as if completed during the effective period of this contract.

If shipment/delivery of any quantity of an item covered by the contract is required by reason of urgency prior to the earliest date that shipment/delivery may be specified under this contract, and if the contractor will not accept an order providing for the accelerated shipment/delivery, the Government may procure this requirement from another source.

The Government may issue orders which provide for shipment/delivery to or performance at multiple destinations.

Subject to any limitations elsewhere in this contract, the contractor shall furnish to the Government all items set forth herein which are called for by Print Orders issued in accordance with the "ORDERING" clause of this contract.

DISPUTES: GPO Publication 310.2, GPO Contract Terms, Contract Clause 5. Disputes, is hereby replaced with the June 2008 clause found at <http://www.gpo.gov/printforms/pdf/contractdisputes.pdf>. This June 2008 clause also cancels and supersedes any other disputes language currently included in existing contractual actions.

## SECTION 2.- SPECIFICATONS

**SCOPE:** These specifications cover the production of various newsletters & publications, requiring such operations as printing, binding, packing, and distribution.

**TITLE:** Newsletters & Publications

**FREQUENCY OF ORDERS:** Approximately 15 to 50 orders per year.

**QUANTITY:** Approximately 1,000 to 15,000 copies per order. Most orders will be for 2,000 to 8,000 copies.

**NUMBER OF PAGES:** Approximately 2 to 32 pages per order.

**TRIM SIZES:** 8-1/2 x 11"

**GOVERNMENT TO FURNISH:** Camera copy consisting of line art, and black/white and/or color photo prints with crop marks for halftone or duotones (computer layout will indicate precise cropping), to be reproduced at various focuses. Note: Camera copy that includes keylines may or may not print. Contractor may be required to rescan furnished continuous-tone prints for high-resolution output.

### Electronic Media:

**Platform:** MacIntosh OS 8.6 or higher; IBM-compatible PC platform with Windows 98/NT/2000/XP Operating Systems.

**Storage Media:** 1.44 Mb HD diskettes, CD-ROM, or DVD discs, and/or Iomega 100/250 Mb Zip disk.

**Software:** Quark Xpress (4.1 or higher), PageMaker 6.5 – 7, Adobe Illustrator 8.0 – CS3, InDesign up to CS3, PhotoShop 5.0 – CS3, and Microsoft Access.

**NOTE:** All software upgrades (for specified applications) which may occur during the term of the contract, must be supported by the contractor.

Files will be furnished in native application or postscript format with corresponding hard copy. Digital visuals will be supplied in Adobe Acrobat PDF format.

Mailing lists generated from Microsoft Access database software will be furnished with the total number of entries ranging from 1,000 to 2,000 addresses. Contractor must create address labels from the mailing lists--ZIP Code sorted--and affix for single-copy mailing. Once the mailing is completed, the contractor must return the Government-furnished storage media.

**Fonts:** All printer and screen fonts will be furnished.

Contractor is cautioned that furnished fonts are the property of the Government and/or its originator. All furnished fonts are to be eliminated from the contractor's archive immediately after completion of the contract.

**Additional:  
Information** A visual of the furnished electronic files will be provided.  
Mailing lists may be furnished via e-mail or FTP. At Government's option Fed-Ex account numbers for nationwide shipments of various newsletters may be furnished.

GPO Form 952 (Desktop Publishing - Disk Information).

"Postage and Fees Paid" indicia for self-mailers, included on last page of furnished camera copy for various newsletters.

A supply of Blue Labels and Selection Certificates for shipping Departmental Random Copies.

One reproduction proof, Form 905 (R. 6/03) with labeling and marking specifications.

Identification markings such as register marks, commercial identification marks of any kind, etc., except GPO imprint, form number, and revision date, carried on copy or film, must not print on finished product.

**CONTRACTOR TO FURNISH:** All materials and operations, other than those listed under "GOVERNMENT TO FURNISH" necessary to produce the product(s) in accordance with these specifications.

**ELECTRONIC PREPRESS:** Prior to image processing, contractor shall perform a basic check (preflight) of the furnished media and publishing files to assure correct output of the required reproduction image. Any errors, media damage, or data corruption that might interfere with proper file image processing must be reported to the Agency within 24 hours of receipt.

The contractor is responsible for creating and/or altering any necessary trapping, setting proper screen angles and screen frequency, and defining file output selection for the imaging device being utilized. Furnished files must be imaged as necessary to meet the assigned Quality Level.

When required by the Government, the contractor shall make minor revisions to the electronic file, which may include color corrections to furnished digital images. It is anticipated that the Government will make all major revisions. Prior to making revisions, contractor shall copy the furnished file and make all changes to the copy.

Furnished electronic files may include halftones that have been scanned into the text pages and ready for output. Furnished artwork will consist of fine line screen that must be reproduced carefully on press.

When specified, halftones scanned into electronic files are For Position Only (FPO) and contractor will be required to scan all furnished photoprints and place them into correct position in the electronic files. Photoprints are to be scanned in at a minimum resolution of 350 dpi at the publication scale.

**Image Enhancement:** Occasional order may require image enhancement. The contractor may be required to provide color changes, create air brushed vignettes, posterization, pixilization, graduated backgrounds, image assembly, and/or other manipulations. The individual Print Order will indicate if any enhancement is required. The Government reserves the right to determine the acceptable amount of timework allowed for GRAPHICS.

Upon completion of each order, the contractor must furnish final production native application files (digital deliverables) with the furnished material. The digital deliverables must be an exact representation of the final printed product and shall be returned on the same type of storage media as was originally furnished. The Government will not accept, as digital deliverables, PostScript files, Adobe Acrobat Portable Document Format (PDF) files, or any proprietary file formats other than those supplied, unless specified by the Government.

**REPRODUCIBLES:** Contractor must make all reproducibles required, in accordance with the furnished material. All screens are to be minimum 175-line screen or finer.

Single-color halftones produced from full-color originals must be produced to print in one ink color.

**PROOFS:** Two (2) to four (4) sets of digital color content proofs as ordered on print order. At contractor's option, a film-based composite blueline may be submitted. Proofs must be created using the same Raster Image Processor (RIP) that will be used to produce the final product. Proofs shall be collated with all elements in proper position (not pasted up), imaged face and back, trimmed and folded to the finished size of the product.

One (1) to two (2) sets of SWOP certified digital off-press proofs when specified on the print order. At contractor's option, a film-based composite laminated color proof may be submitted. Proofs must be created using the same Raster Image Processor (RIP) that will be used to produce the product. For list of certified systems see: [www.swop.org/certmfg.html](http://www.swop.org/certmfg.html).

If any contractor's errors are serious enough in the opinion of the GPO to require revised proofs, the revised proofs are to be provided at no expense to the Government. No extra time can be allowed for this reproofing; such operations must be accomplished within the original production schedule allotted in the specifications.

Contractor is cautioned that these proofs must be made from the final production files.

Contractor must not print prior to receipt of an "OK to Print".

**STOCK/PAPER:** The specifications of all paper furnished must be in accordance with those listed herein or listed for the corresponding JCP Code numbers in the "Government Paper Specification Standards No. 12" dated February 2008.

All text paper used in each copy must be of a uniform shade. All cover paper must have the grain parallel to the spine.

White Offset Book, basis weight: 60 lbs. per 500 sheets, 25 x 38", equal to JCP Code A60.

White Matte Coated Offset Book, basis weight: 70 lbs. per 500 sheets, 25 x 38", equal to JCP Code A240.

**PRINTING:** Prints head to head in black ink or a single color other than black; black ink and one additional color of ink; or two (2) Pantone colors. Match Pantone number as indicated on the print order. Facing pages print to and must align across the bind. Bleeds and flat tone screens scattered throughout.

**MARGINS:** Head 3/4"; bind 3/4"; unless otherwise indicated. An occasional order will have bleed pages.

**BINDING:** Bind as indicated on the Print Order. Various binding styles will be ordered as follows:

**Saddle Stitch:** Saddle-wire stitch in two (2) places and trim three (3) sides. Each product must contain complete 4-page signature after trimming. Single leaves connected with a lip (i.e., binding stub) to left or right side of stitches will not be allowed. On some orders and at contractor's option, paste on fold.

**Two-Page Product:** Trim four (4) sides.

**Additional Binding:** An occasional Order (approximately 2% of all orders placed) will require single leaf to be inserted in the center of saddle-stitched publications. Cost for this operation will be charged under line Items II. (a) and (b), in the "SCHEDULE OF PRICES".

All copies that are mailed as self-mailers must have a Seal-O-Matic or similar tab placed in the center of the open 11" dimension.

**PACKING:**

**Bulk Shipments:** Pack in shipping containers. Shipping containers must not exceed 45 lbs. when fully packed.

Shipping containers shall have a minimum bursting strength of 1275 pounds per square inch or a minimum edge crush test (ECT) of 44 pounds per inch width.

Pallets may be required for some shipments and must have full entry on the 40" dimension side. The total height of the pallet when fully loaded must not exceed 48". (See Exhibit A, for specifications.)

**Mailed Shipments:** Approximately 900 to 12,000 copies mail as self-mailers. Seals are required on all copies that mail.

Contractor must create address labels from government furnished digital files and affix for single-copy mailing.

**LABELING AND MARKING:** Reproduce shipping container label from furnished repro, fill in appropriate blanks and attach to shipping containers.

Create mailing labels from furnished discs and affix to each copy mailed singly as self-mailers.

**DEPARTMENTAL RANDOM COPIES (BLUE LABEL):** All orders must be divided into equal sublots in accordance with the chart below. A random copy must be selected from each subplot. Do not choose copies from the same general area in each subplot. The contractor will be required to execute a statement furnished by GPO certifying that copies were selected as directed. The random copies constitute a part of the total quantity ordered, and no additional charge will be allowed.

Books	
<u>Quantity Ordered</u>	<u>Number of Sublots</u>
500 - 3,200	50
3,201 - 10,000	80
10,001 - 35,000	125
35,001 and over	200

These randomly selected copies must be packed separately and identified by a special government-furnished blue label, affixed to each affected container. The container and its contents shall be recorded separately on all shipping documents and sent in accordance with the distribution list to the destination receiving the largest number of department copies or as specified on the Print Order.

A copy of the print order/specifications and a signed Government furnished certificate of selection must be included.

A copy of the Government furnished certificate must accompany the invoice sent to GPO, Financial Management Services, for payment. Failure to furnish the certificate may result in delay in processing the invoice.

**QUALITY ASSURANCE RANDOM COPIES:** In addition to the Departmental Random Copies (Blue Label), the contractor may be required to submit Quality Assurance Random Copies to test for compliance against the specifications. The Print Order/specifications will indicate the number required, if any. When ordered, the contractor must divide the entire order into equal sublots and select a copy from a different general area of each subplot. The contractor will be required to execute a statement furnished by GPO certifying that copies were selected



as directed. Copies will be paid for at the running rate offered in the contractor's bid and their cost will not be a consideration for award.

Business Reply Mail labels will be furnished for mailing the Quality Assurance Random Copies. The copies are to be mailed at the same time as the first scheduled shipment. A copy of the Print Order must be included.

A U.S. Postal Service approved Certificate of Mailing, identified by Program, Jacket and Print Order numbers must be furnished with billing for reimbursement of certificate fee.

**DISTRIBUTION:**

"Of Interest" – Deliver f.o.b. destination to: Bureau of the Public Debt Warehouse, 149 19th Street, Parkersburg, WV 26101, Attn: Mike Miller (304-480-5325). Include Blue Label Copies.

"The Fiscal Scene" – Deliver 50 copies f.o.b. destination to: Department of the Treasury, Financial Management Service, Room 144, 3700 East-West Highway, Hyattsville, MD 20787 – Attention: Betty Hall, (202-874-6726).

Balance of orders to: Department of the Treasury, Financial Management Service, Room B-142, 3700 East-West Highway, Hyattsville, MD 20782 – Attention: James Friday, (202-874-9531).

All mailing will be made at the First Class rate.

The contractor is cautioned that "Postage and Fees Paid" indicia may be used only for the purpose of mailing material produced under this contract.

Orders which result in mailings of less than 200 pieces or less than 50 lbs. will require the contractor to apply the appropriate postage to each mailing. Contractor will be reimbursed for postage by submitting a properly completed Postal Service form (or equivalent) with the voucher for billing.

Certificate of Conformance: When using Permit Imprint Mail the contractor must complete GPO Form 712 - Certificate of Conformance (Rev. 2-91), supplied by GPO and the appropriate mailing statement or statements, supplied by USPS.

All copies mailed must conform to the appropriate regulations in the U.S. Postal Service manuals for "Domestic Mail" or "International Mail" as applicable.

Upon completion of each order, all furnished material, digital deliverables and five (5) sample copies must be returned by traceable means within five (5) workdays of completed delivery to the address listed under "SCHEDULE".

All expenses incidental to returning materials, submitting proofs, films, and furnishing sample copies must be borne by the contractor.

**SCHEDULE:** Adherence to this schedule must be maintained. Contractor must not start production of any job prior to receipt of the individual Print Order (GPO Form 2511).

The ship/deliver date indicated on the Print Order is the date products ordered must be delivered to the destination(s) specified.

Furnished material and proofs must be picked up from and delivered to: Treasury Annex Building, Room B-39, Pennsylvania Avenue and Madison Place, NW, Washington, DC 20220 (Attn: Chief, Printing Procurement Branch, (202) 622-2150).

No definite schedule for pickup of material can be predetermined. The following schedule begins the workday after notification of the availability of Print Order and furnished material.

The numbers under the column headed "WD After" represent the number of workdays allowed to complete that certain part of the schedule after completion of the preceding part.

**SCHEDULE:**

	WD After
Contractor submit proofs .....	3
Contractor pickup proofs .....	3
Contractor submits revised proofs (if required), of edited page due to AA's .....	1
Contractor pickup proofs .....	1
Contractor must make complete production and delivery .....	3

Unscheduled material such as shipping documents, receipts or instructions, delivery lists, labels, etc., will be furnished with each order or shortly thereafter. In the event such information is not received in due time, the contractor will not be relieved of any responsibility in meeting the shipping schedule because of failure to request such information.

Upon completion of each order, the contractor is to notify the Government Printing Office of the date of shipment (or delivery, if applicable). Call (202) 512-0516 and 512-0517; callers outside the Washington, D.C. area may call toll free 800-424-9470 or 424-9471.

### SECTION 3.- DETERMINATION OF AWARD

The Government will determine the lowest bid by applying the prices offered in the "SCHEDULE OF PRICES" to the following units of production which are the estimated requirements to produce one (1) year's production under this contract. These units do not constitute, nor are they to be construed as, a guarantee of the volume of work which may be ordered under this contract for a like period of time.

The following item designations correspond to those listed in the "SCHEDULE OF PRICES".

I.	(a)	858	
	(b)	59	
	(c)	36	
	(d)	(1) 686 (2) 392	
II.		(1)	(2)
	(a)	2	50
	(b)	428	20,483
	(c)	428	20,483
III.	(a)	50	
	(b)	10,242	
IV.	(a)	50	
	(b)	519	
	(c)	15	
	(d)	50	

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#### SECTION 4.- SCHEDULE OF PRICES

Bids offered are f.o.b. destination and mail f.o.b. contractor's city.

Bidder must make an entry in each of the spaces provided. Bids submitted with any obliteration, revision, or alteration of the order and manner of submitting bids, may be declared nonresponsive.

An entry of NC (No Charge) shall be entered if bidder intends to furnish individual items at no charge to the Government.

Bids submitted with NB (No Bid) or blank spaces for an item may be declared nonresponsive.

The Contracting Officer reserves the right to reject any offer that contains prices for individual items of production (whether or not such items are included in the Determination of Award) that are inconsistent or unrealistic in regard to other prices in the same offer or to GPO prices for the same operation if such action would be in the best interest of the Government.

All vouchers submitted to the GPO shall be based on the most economical method of production.

Prices must include the cost of all required materials and operations for each item listed in accordance with these specifications.

Fractional parts of 100 will be prorated at the per-100 rate. A charge will be allowed for each page, whether printed or blank.

I. PREPRESS: Prices offered for Items I. (a), (b), and (c) shall include one basic charge for each color on each printed page or side of the products.

(a) Trim/Page-size unit .....per page..... \$\_\_\_\_\_

(b) Graphics ..... per graphic..... \$\_\_\_\_\_

Note: A graphics charge will be allowed for an element that is not furnished in position on the Government furnished material and/or that requires scanning or a separate exposure. Price offered should include the cost of all materials and operations required to produce the graphic in its final form.

(c) Revised Pages (costs includes author's alterations due to government changes, proofs, and all materials required to complete this operation)  
..... per trim/page-size unit..... \$\_\_\_\_\_

(d) Proofing:

(1) Digital color content/.....per page..... \$\_\_\_\_\_

(2) SWOP certified color proofs.....per page..... \$\_\_\_\_\_

\_\_\_\_\_  
(Initials)

II. PRINTING AND BINDING:

	Makeready and/or setup (1)	Running per 100 copies (2)
(a) Two-Page Product -- Printing in a single ink color, including binding .....per product .....	\$_____	\$_____
(b) Saddle-Stitched -- Printing in a single ink color, including binding ..... per page .....	\$_____	\$_____
(c) Each additional color of ink .....per color/per page .....	\$_____	\$_____

III. PAPER (per 100 leaves):

- (a) White Offset Book (60 lb.)..... \$\_\_\_\_\_
- (b) White Matte Coated Offset Book (70 lb) ..... \$\_\_\_\_\_

IV. PACKING AND DISTRIBUTION:

- (a) Creating and affixing labels on single copies (self-mailers) and  
sealing with seal-o-matic of similar seal .....per 100 copies ..... \$\_\_\_\_\_
- (b) Packing and sealing shipping containers..... per container ..... \$\_\_\_\_\_
- (c) Palletizing..... per pallet ..... \$\_\_\_\_\_
- (d) Shrink-film wrap packaging.....per package ..... \$\_\_\_\_\_

LOCATION OF POST OFFICE: All mailing will be made from the \_\_\_\_\_

Post Office located at Street Address \_\_\_\_\_

City \_\_\_\_\_, State \_\_\_\_\_, ZIP Code \_\_\_\_\_.

My production facilities are located within the assumed area of production.....yes \_\_\_\_\_no \_\_\_\_\_

\_\_\_\_\_  
(Initials)

NOTICE: Bidders OUTSIDE the assumed production area specified on page one of these specifications should complete the following information.

1. Proposed carrier(s) for pickup of Government-furnished Material .....
  - a. Number of hours from acceptance of Print Order  
to pickup of Government Furnished Material .....
  - b. Number of hours from pickup of Government-  
Furnished Material to delivery at contractor's plant.....
2. Proposed carrier(s) for delivery of completed product .....
  - a. Number of hours from notification to carrier  
to pickup of completed product .....
  - b. Number of hours from pickup of completed  
product to delivery at destination.....

INSTRUCTIONS FOR BID SUBMISSION: Fill out all pages in "SECTION 4.- SCHEDULE OF PRICES" relating to the category or categories for which bids are submitted, initialing or signing each page in the space(s) provided. Submit two copies (original and one exact duplicate) of the "SCHEDULE OF PRICES" with two copies of GPO Form 910 "BID" form. Do not enter bid prices on GPO Form 910; prices entered in the "SCHEDULE OF PRICES" will prevail.

Bidder.....

.....  
(City - State)

By.....  
(Signature and title of person authorized to sign this bid)

.....  
(Person to be contacted)

.....  
(Telephone Number)

.....  
(Fax Number)

## EXHIBIT A

### PALLETIZING SPECIFICATIONS FOR PRINTED MATERIALS

Suppliers will be required to furnish pallets for bulk shipments in excess of half pallet load. Pallets must conform to Federal Specifications (NN-P-71-c), dated 9/10/73 and any amendments thereto as follows:

Type III (four-way partial), flush assembled, nonreversible. Full entry must be on the short dimension. (see diagram).

Size 2 (48"x40"), and made of Group II medium density wood or Group III high density wood.

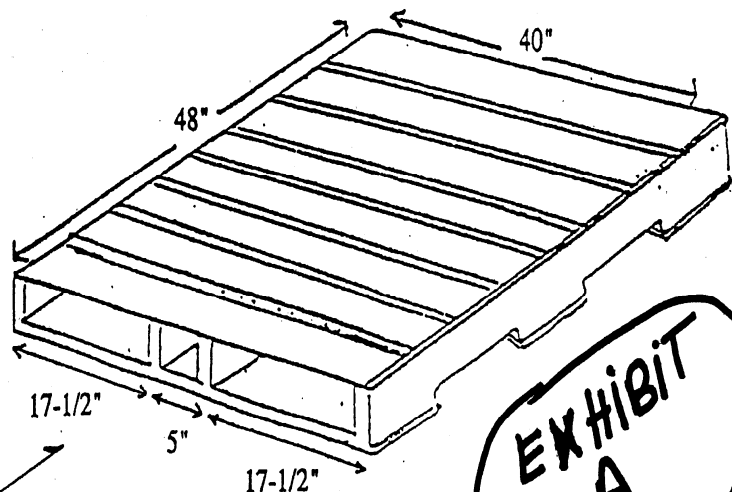
Shipping cartons will be packed flush to the corners of the pallet with no overhang permitted at any edge; all voids must be to the interior of the pallet.

Supplier shall have the option of securing the material on the pallet by one of the following methods:

- A. Stretch-wrap plastic
- B. Shrink-wrap plastic

Pallets shall be packed so as to ensure acceptance and safe delivery by common carriers.

NOTE: Height of material and pallets should not exceed 48".  
Total weight per pallet not to exceed 3,000 pounds.



IMPORTANT: FULL ENTRY MUST BE FROM THIS SIDE.

EXHIBIT  
A